AR17 - APPROVE COLLECTION – UNBILLED RECEIPT (UNCLEARED COLLECTION)

Source Document: Departments Payment Batch Header
Report of Deposit Form and
Supporting Documents

Module: Accounts Receivable (AR)

Roles: AR Payment Approver

In training course AR15 Record Collection-Billed AR (Uncleared Collection), the Department of Finance AR Payment Processor prepared a **Payment Batch Header** to document details of a Uncleared Collection receipt.

In this course, the **AR Payment Approver** will receive the Payment Batch Header and supporting documents to review and approve the transaction. In addition, the AR Payment Approver will create the **Accounting Entries** for a Direct Journal Payment.

DEPARTMENT OF FINANCE
PAYMENT BATCH HEADER

DEPOSIT ID #	493
BATCH TOTAL	2,500.00
BATCH COUNT	1
FM	Apr-10

Pmt #	AMOUNT	TYPE	Inv No.	FY	ACCOUNT	REF & FUND / Comment
1	2,500.00	UNCLEARED COLLECTIONS		2015	2090100 uncleared	000000244 agency bank acct

2,500.00

2,500.00   Total Deposit

AR Payment Processor Notes:
BANK ACCT **244**
Set up on Payment Tab: **Check, Check, GEN CASH**
For non-AR payments, select the **Journal Directly Box**

Bank Deposit Slip #	1244000254
Bank Deposit Date	4/15/2016
Remittance Number	
Remittance Date	

> **Useful information such as the bank deposit slip number and the date are included on this form.**

The **AR Payment Approver** will create the Accounting Entries. Steps are:
1 - Enter your Business Unit;
2 - Enter the Deposit ID
3 - Click Search

Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▽ Search Criteria

Deposit Unit:	**1**	= ▾	8860 🔍
Deposit ID:	**2**	begins with ▾	493 🔍
Payment Sequence:		= ▾	
Payment ID:		begins with ▾	
User ID:		begins with ▾	
Assigned Operator ID:		begins with ▾	

☐ Case Sensitive

3 Search   Clear   Basic Search 💾 Save Search Criteria

The **AR Payment Processor** will create the Accounting Entries. Steps are:

1 - Enter Amount as (-)

2 - Enter Fund (Finance's General Checking Account is used in this example)

3 - Enter Account (209100 – Uncleared Collection)

4 - Click Save

5 - Click the Lightning Bolt icon to create the cash offsetting entry

6 - The system will create the cash offsetting entry and display the distribution line for Account 1109300 – Pending Cash – AR

7 - The net of the distribution lines should equal zero

8 - Click Save

9 - Check the Complete box

Accounting Entries	Deposit Control

Unit: 8860   Deposit ID: 493   Payment: UNCLEARED COLL   Seq:
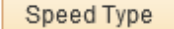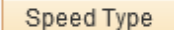
Amount: 2,500.00 USD

9 ☑ Complete   Entry Event: [　　　] 🔍

Budget Status:

Distribution Lines   Personalize | Find | View All | 📷 | 🏬   Firs

ChartFields	Currency Details	Budget	Journal Reference Information

Distribution Sequence	GL Unit	Speed Type	Line Amount ▲	Currency▲	Approp Ref	Fund	ENY	Account
1	1 8860	Speed Type	-2,500.00	USD		000000244		2090100
2	2 8860	Speed Type	2,500.00	USD		000000244		1109300

Total

Lines: 2 Total Debits: 2,500.00 Currency: USD Total Credits: 2,500.00 Currency: USD Ne

💾 Save   🔍 Return to Search   📧 Notify   🔄 Refresh

11 - Click Save

12 - Click the Budget Check icon and wait for the budget check process to complete

13 - The Budget Status should display "Valid"

14 - Click Save